



Tents, Canopies, Temporary Membrane Structures & Seasonal Sales Areas

Fee \$50 / event

Pursuant to an approved site plan a seasonal sales area shall be annually permitted.

A permit is required for a tent (roof & sides) in excess of 400 square feet and for a canopy (no sides) in excess of 700 square feet.

Project/Event Address: _____

Applicant is: ☐ Property Owner ☐ Contractor ☐ Architect ☐ Engineer ☐ Other _____

Applicant _____ E-mail _____

Address _____ Day Phone # _____

Property/Business Owner _____ E-mail _____

Address _____ Day Phone # _____

May we email your permit? ☐ Yes ☐ No

Event Description: _____

Event Date(s): _____ # of Days _____ Date/time set-up will be complete and ready for inspection: _____

☐ Tent ☐ canopy ☐ membrane structure ☐ Seasonal Sales Area ☐ Commercial use ☐ Residential/private use ☐ Other _____

Seasonal Sales Area: Length: _____ Width: _____ Sq.Ft: _____

* Site plan required for seasonal use area showing compliance with approved site plan

* Site plan required showing location of structure(s) in relation to lot lines and buildings. Flame spread certificate required – please provide.

* Structure Dimensions: Length: _____ Width: _____ Sq.Ft: _____

Please note the following:

- | | |
|---|---|
| 1) Shall not be erected for more than 180 days within a twelve month period | 5) Illuminated exit signs and egress lighting may be required |
| 2) Flame spread certificate required for structure(s) – provide copy | 6) Approved 'No Smoking' signs shall be posted |
| 3) Shall not be located within 20 feet of lot lines – site plan required | 7) Egress - exits and access aisles shall be provided and maintained |
| 4) Open flames/cooking not within 20 feet of the structure(s) | 8) Portable fire extinguishers shall be provided |
| | 9) Hay, straw, shavings or similar combustibles not be within the structure |

The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building and fire codes; as set for the under Chapters 175 and 180 of the Municipal Code of the City and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the Architectural Review Board and City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I, the undersigned, understand that I am responsible for correctly locating the property lines.

Signature of Applicant _____ Date _____

Printed Name: _____

*Signature of Property Owner _____ Date: _____

Printed Name: _____

***Permit Application will not be processed without the signature of the property owner.**

PLEASE ALLOW A MINIMUM OF 5 WORKING DAYS FOR PERMIT APPLICATION REVIEW – IF IN CONJUNCTION WITH A SPECIAL EVENT A SPECIAL EVENT PERMIT WILL BE REQUIRED BY THE CITY CLERK – PRIOR TO THE EVENT, ALLOW A MINIMUM OF 30 DAYS FOR CITY CLERK PERMIT APPLICATION REVIEW (NO LIQUOR LICENSE REQUIRED) AND A MINIMUM OF 45 DAYS FOR CITY CLERK PERMIT APPLICATION REVIEW (LIQUOR LICENSE REQUIRED)

Date received _____	Permit Fee \$50	Office Use Only
Approval Notification Date _____	<input type="checkbox"/> Inspection Scheduled _____	